

Quickie Instructions on how to Access Town Email from work or home

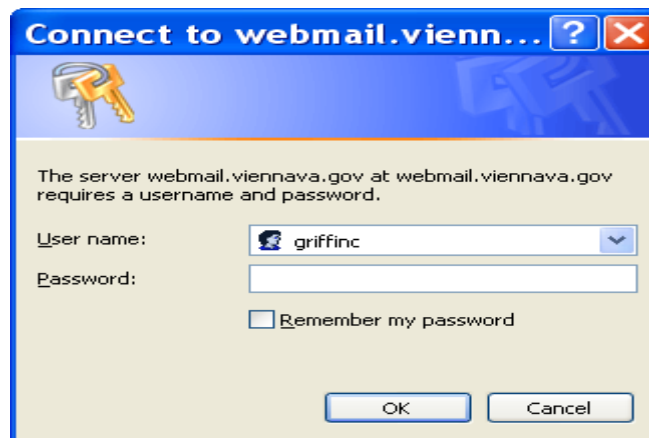
(Also called Web based e-mail or Webmail or OWA)

crg 2-10-2011

To access email without using Outlook, go to the following website below using Internet Explorer or Firefox browsers. There is also a link on the Town's Intranet to get to e-mail. You can use any work or home computer and any browser like Internet Explorer. Type the following into the browser:

<https://webmail.viennava.gov/exchange> (be sure to use the "s" in https.)

You will then be prompted for your username and password, like the screen example below.



You will need to enter your login user name as seen above. For most of you that will be last name + first initial. For you, the correct username and password is as follows:

Your username is: _____

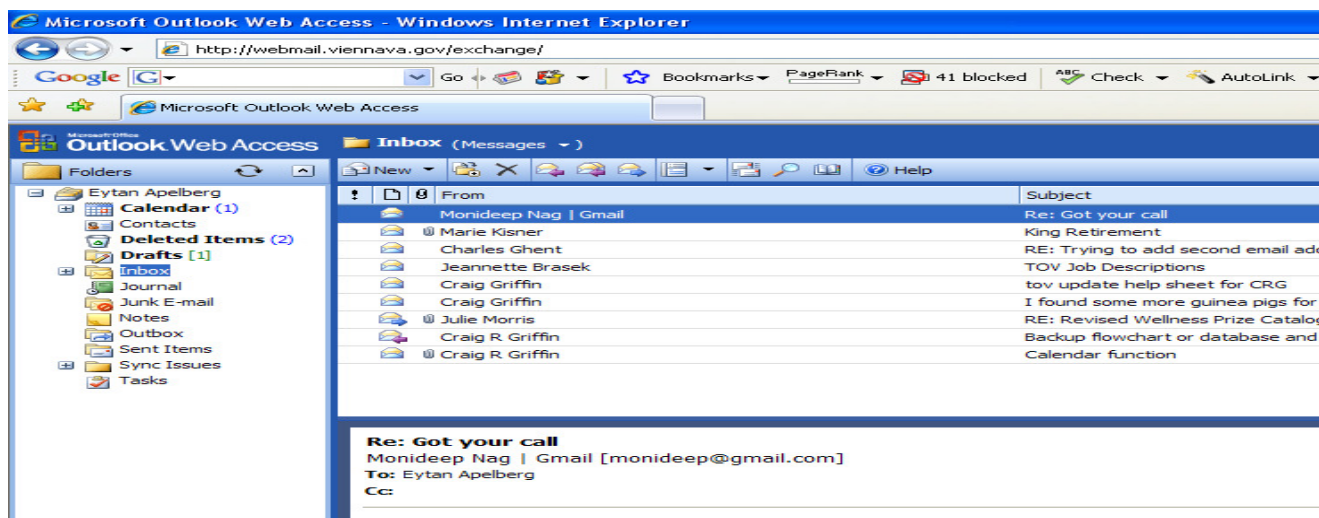
Your password is: _____

please keep your user name and password a secret.

Your e-mail address is: _____@viennava.gov

If everything goes correctly you will get into your web mail screen and be able to view and send mail. To send an e-mail, click "New" in the toolbar. Then construct your message and click "Send" when done.

Close the browser when you are done to exit out of e-mail. **Need more help? See your supervisor or the computer guys at Town Hall for a quick class at your building or Town Hall. You can reach us at 703-255-6364 or it@viennava.gov** We are willing to give you an individual class or a small group class.



You can find the full complete e-mail and spam filter help sheet on the Intranet, look under "Departments" then "IT".